

HCFA/Chief Medical Officer

Executive Administrative Assistant 2

Must be proficient in Microsoft applications including Outlook, Word, Excel and Power Point. In addition, should be able to provide a variety of professional functions at the central office level.

DUTIES AND RESPONSIBILITIES:

1. Develops spreadsheets, forms, form letters, database queries, logs and other systems as required to facilitate accurate data gathering, tracking, and dissemination.
2. Draft business letters and other correspondence based on general outlines of points.
3. Create and edit Excel spreadsheets and PowerPoint presentations
4. Attend and participate in interdepartmental meetings and training sessions.
5. Ensure the Chief Medical Officer department provides excellent customer service to all members, contractors, and internal and external stakeholders.
6. Serve as a liaison for the CMO with other state offices, TennCare senior staff, and other important agencies.
7. Act as project manager on projects related to medical, dental, and pharmacy programs within the CMO.
8. Provide programmatic analysis of reports submitted to the CMO including confidential papers, personnel, and legal documents.
9. Monitor projects assigned by the supervisor to staff to insure completion.
10. Interact with the CMOs direct reports and staff to identify procedures are coordinated and properly administered.
11. Set priorities on work to be done with more urgent and important tasks given immediate attention.
12. Serve as knowledgeable resource person for staff working in the TennCare program as well as persons outside TennCare who are seeking complex detailed information about the TennCare program.
13. Other duties as assigned.

KNOWLEDGE AND SKILLS: This position requires strong multi-tasking, computer and Internet research skills; flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal and external management and staff is required, as well as strong communication and writing skills. The position requires attention to detail and excellent knowledge of grammar and style. Sensitivity to confidential matters is required. Abilities shown in deductive and inductive reasoning and oral/written expression and comprehension.

EDUCATION AND WORK EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree and two or more years of administrative support experience at the executive level OR graduation from a standard high school and five or more years of executive level support experience. Must be proficient in Microsoft Office, Microsoft Outlook, and the use of office equipment including printers, scanners, and fax machines.

Qualified applicants interested in applying for this position should send their resume to Denise.Quigley@tn.gov. The deadline for submitting resumes is April 4, 2016.